



CHESTERFIELD COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES

Department: Human Resource Management
Subject: Employment Policy

Policy Number: 6-7
Supersedes: 8/4/03
Date Issued: 07/01/04

I. INTRODUCTION

This administrative procedure provides a recruitment and selection program that promotes Equal Employment Opportunity for all applicants and provides departments with highly qualified applicants in a timely manner.

These procedures govern the filling of all positions within County Government. All full-time vacancies will be advertised to ensure equal opportunities, except for emergency situations approved in writing by the County Administrator or designee (HRM Director).

For information on criteria required to reinstate a former employee, refer to Chesterfield County Personnel Policies section 3-10.

II. DEFINITIONS

- A. **Closing Date** – The last day an application will be accepted for consideration for a vacancy. No applications will be accepted after the closing date unless the announced period is extended or readvertised.
- B. **Career Opportunities Listing** – A listing of current vacancies, published by Human Resource Management (HRM).
- C. **Recruitment Process** – Procedures followed to fill a vacant position.
- D. **Selection Packet** – The documents returned by the department indicating the candidate selected for the position. The packet includes a completed Interview/Selection Form, Interview Evaluations, Reference Check Forms, all applications, and all other supporting documentation.
- E. **Vacant Position** – An unfilled position or one for which the supervisor has received notification of resignation.
- F. **Pre-employment Drug Testing** – This procedure is required for all candidates who have received a tentative offer for a full-time position, a part-time safety sensitive, financial or security position or any position for which a Commercial Drivers License (CDL) is required. No selection can be effective until final negative drug screen results are received by HRM. Refer to administrative procedure 6-19, Alcohol and Substance Abuse policy, for further information.

III. FORMS

The following forms are automated and available on the HRM Intranet site. Where possible, these forms can be completed on-line and sent to HRM via GroupWise.

- A. **Employment Application** – An employment application is required of all applicants interested in County employment. Applications must be received no later than 5:00 p.m. on the specified closing date. Resumes are accepted only as a supplement to the County application.
- B. **Hiring/Vacancy Listing Schedule** – This document contains deadlines for personnel requisitions to be submitted to HRM for advertising positions and the deadlines for submitting new hire paperwork for orientation for new employees.
- C. **Interview Evaluation** – This form is completed by the department on each candidate interviewed and is used to provide documentation of the selection decision.

- D. **Interview/Selection Form** – This form is used to summarize all interviews and identifies the selected candidate.
- E. **Personnel Requisition** – This form is used to initiate recruitment as well as provide advertising instructions.
- F. **Previous Employment Form** – This form is used to document any positive drug tests or refusal to test, within the past two years, if the individual was employed in a position requiring a Commercial Driver's License (CDL). HRM initiates the processing of this form. The form must be completed before the candidate for a CDL position can perform safety sensitive duties. For a sample copy, contact HRM.
- G. **Readvertisement and Republication Requisition** – This form is completed by the department to initiate the readvertisement of a position that has not been filled.
- H. **Reference Check Form** – This form is used by the department to document employment references of the top candidate(s) for the position. When an applicant has requested that a particular employer not be contacted, permission from the applicant should be obtained prior to contacting such employers.
- I. **Screening Information Form** – This form is used by the department to document the criteria used to screen applications.
- J. **Tracking Form** – This form is signed and dated by the department representative when original applications are picked up from HRM.

IV. PROCEDURES

A. Recruitment

1. The department initiates the recruitment process by completing and sending a Personnel Requisition to HRM. The Personnel Requisition identifies a vacancy by the position number and must be signed by the department director/office administrator or authorized staff.
2. To permit a timely response, all Personnel Requisitions must be submitted to HRM no later than 5:00 p.m. Tuesday, prior to the next listing date.
3. All vacancies will be included in the Career Opportunities Listing, which is widely distributed for maximum circulation and posted on the County Internet website.
4. All job advertisements and publications are effective for two weeks, unless the department requests otherwise on the Personnel Requisition. If a department requests that a position be advertised in professional journals, a longer advertising period should be designated. When the applicant pool is not suitable, the department may return the applications to HRM and submit a Readvertisement and Republication Requisition to extend the advertising period.
5. HRM will charge departments for costs associated with media advertisements through the automated Interdepartmental Transfer (IDT) System. Submission of a Personnel Requisition to HRM will serve as authorization to charge the department for advertising expenses. HRM will notify the department of the amount of the charge prior to generating the billing. Charges will be entered by HRM to the General Ledger.

B. Application Screening and Distribution

1. HRM will review all applications immediately following the closing date and screen applications for mandatory requirements (i.e., CDL License, applicant signature).
2. HRM will complete its preliminary review of applications within one working day of the closing date and will contact the department as soon as the applications are available.

3. The department's authorized designee will be responsible for picking up applications in person at HRM and returning them to that office. The department representative signs a Tracking Form indicating possession of all original applications.

C. Interviewing

1. The department director/office administrator or designated staff has the final authority for interviewing and selecting candidates for interviews. HRM staff will assist departments with additional application screening upon request.
2. Interview questions for all candidates must be consistent and job related. When returning the Interview/Selection Form, departments are encouraged to submit interview questions that were used for each interview.
3. The use of pre-employment tests should be considered carefully. HRM shall approve the use of pre-employment tests.
4. Scheduled interviews must be noted on the Interview/Selection Form, along with the detailed information on the outcome of the interview. If applicants withdraw from consideration, the reason should be noted in the comment section of the form.
5. If the position requires a DMV record check, HRM will conduct the check and screen the applicant's driving record in accordance with Risk Management Policy #13-1. The DMV check will only be conducted on the top applicant for a position prior to the hiring department making a job offer. Departments must notify HRM to conduct the DMV check and allow 24 hours for processing.

After the initial screening has been conducted, a hiring department may request DMV checks on all candidates being considered for an interview with written justification. This request must be sent, in writing/e-mail, to the Assistant Director of HRM or the Employment Coordinator for review.

Hiring departments will not be provided with copies of an applicant's DMV record. HRM will inform hiring managers, via email, that the candidate has an "acceptable" or "unacceptable" driving record as defined by Risk Management Policy #13-1.

This policy shall not effect public safety departments that conduct their own DMV record checks so long as these record checks meet the minimum requirements of Policy #13-1.

6. An Interview Evaluation shall be completed to document each interview.
7. Reference Check Forms shall be completed on the most qualified candidate(s) being considered for selection. The interviewing supervisor should review the personnel file of an internal candidate. The personnel file can be obtained for review at HRM. Previous Employment Forms are required and must be completed for all applicants for Commercial Driver's License (CDL) positions.
8. Salary, benefits and possible starting dates may be discussed during the interview process. However, no job offer or commitment, either verbal or written, should be made prior to completing interviews and evaluating all candidates.

D. Selection

1. Following a selection decision, the department will make an initial telephone offer and indicate acceptance of offer, salary and starting date on the Interview Selection Form. The Selection Packet, including all applications, the Interview Selection Form, Interview Evaluations, Screening Forms, Reference Check Forms, and all other supporting documentation must be returned to HRM the Monday prior to orientation. Incomplete documentation may delay hiring.
2. HRM will review the packet to ensure paperwork is complete, potential EEO, ADA or internal equity issues are addressed, and that the documentation is consistent with the

selection recommendation. After the review, HRM will send the new employee the official offer letter within one business day and schedule them for orientation.

3. Departments may offer a candidate a salary in the first quartile (25%) of the position's range. If a department director/office administrator believes a salary higher than the first quartile of the range is necessary, written justification should be directed to HRM for approval prior to making the job offer. (HRM will provide a report to Deputy County Administrators biannually indicating new hires above the minimum for their division.) Requests above the midpoint require the County Administrator's approval.
4. New employee start dates shall coincide with the orientation dates listed on the Hiring Schedule, unless prior arrangements are made with HRM.
5. Testing of candidates for positions requiring pre-employment drug testing should be scheduled by the Monday before the orientation date to ensure results are received prior to the orientation/start date. Job offers are contingent upon prospective employees passing the drug test.
6. All new employees will be scheduled to attend employee orientation. This includes part-time or temporary employees that are hired into a full-time position.

If advance approval is received from HRM, a full-time student whose attendance at orientation would require them to miss school, any temporary, part-time employee who works a second job and whose attendance would require them to miss work from the non-county job, or any part-time employee whose job has an anticipated duration of six months or less will not be required to follow the new employee orientation schedule. However, the hiring department will be responsible for ensuring that those employees complete all required new hire paperwork and receive all information and training covered during orientation within the first two months of employment.

E. Exceptions to Policy

1. Departments may be permitted to hire two or more candidates from the same pool of applicants if justification is provided and the subsequent vacancy occurs within six months of the original advertisement. The subsequent vacancy must be of the same classification and the request must be submitted to HRM in writing.
2. In order to increase the potential applicant pool, departments are encouraged to advertise part-time positions. However, under special/critical circumstances, departments may be permitted to fill temporary or part-time positions without advertising. Requests shall be submitted to HRM in writing.
3. In unique circumstances, HRM may approve hiring a part-time employee into a full-time position without advertising the position if the following criteria are met:
 - a. The employee has worked in the same job classification, performing the same duties as the full time position for an extended period of time (a minimum of twelve months)
 - b. There are no other potential qualified candidates within the department
 - c. Funding for the full time position has been approved
 - d. Written justification is provided and HRM approves the request due to the uniqueness of the circumstances and the technical skill level of the employee
4. To expedite the hiring process, all written requests may be sent to HRM through the county's e-mail system.

F. Notification

1. Once the review process is complete, HRM will send a letter confirming employment to all new full-time and part-time employees except when notified that a department

will perform such function. HRM liaisons are responsible for providing written confirmation to anyone moving from part-time to full-time status. If desired, the department may notify temporary, transferring or promoted employees in writing/e-mail.

2. Once the hiring decision has been made, the hiring department should correspond with all candidates interviewed but not selected. Whenever feasible, the department should correspond with those who applied for the position, even if they were not granted an interview.

G. Cancellation

1. If it becomes necessary to cancel the recruitment process, the department shall notify HRM in writing through the County's e-mail system.
2. Once the decision to cancel has been made, the hiring department is responsible for notifying all applicants that recruitment for a designated position has been canceled.

H. Transfers - Departments are permitted to transfer employees into vacant positions under the following conditions.

1. The employee transferring must be employed in the same job classification (job title) and employment status (part-time/full-time).
2. Section I.9 of the Classification and Compensation Plan provides details on pay and merit date changes for transferred employees.

Mail completed application to:
CHESTERFIELD COUNTY
Human Resource Management
P.O. Box 40
Chesterfield, Virginia 23832

*An Equal Opportunity Employer
Committed to Workforce Diversity*



Phone: (804) 748-1551
TDD: (804) 748-1222
Jobline: (804) 768-7777

Apply On-line at
www.chesterfield.gov/jobs

*Providing a FIRST CHOICE
community through excellence
in public service.*

Requisition #:

Job Title:

Location:

This position is (check one):

☐ Full-Time ☐ Part-Time ☐ Temporary

PERSONAL INFORMATION (Please print legibly or type)

Last Name (include Sr., Jr., etc.)

First Name

MI

Social Security Number

Mailing Address

City

State

Zip

Home Phone #

Business Phone #

Alternate Phone #

Are you authorized to work in
the United States?

☐ Yes

☐ No

Are you currently employed by Chesterfield County
Government?

☐ Yes

☐ No

If previously employed, list dates:

From: _____

To: _____

Mo./Yr.

Mo./Yr.

Do you have relatives employed with Chesterfield Co.
Government?

☐ Yes

☐ No

Name: _____

Department: _____

Do you have a valid driver's license? ☐ Yes ☐ No

Driver's License #: _____

Issuing State: _____

Commercial License? ☐ Yes ☐ No Permit? ☐ Yes ☐ No

Types of License(s): _____

Expiration Date: _____

Have you ever been convicted of a felony? ☐ Yes ☐ No

Have you ever been convicted of a misdemeanor? ☐ Yes ☐ No

If yes (felony or misdemeanor), please explain by stating type of offense, date and location:

EDUCATION

Name and location of last Elementary, Junior High, or High School attended: _____

Highest Grade Completed (1st-12th): _____

Do you have a Diploma or GED? ☐ Yes ☐ No

College Coursework

Name and Location	Dates Attended		Credit Hours Earned	Type of Degree or Certificate	Year Earned	Major/Minor Field of Study
	From (Mo/Yr)	To (Mo/Yr)				
Undergraduate						
Graduate						
Other: (i.e., Business, Vocational, etc.)						

Please list Certifications, Licenses, etc., that are applicable to this position:

SKILLS

Specify skills you have that are applicable to this position (i.e., equipment operation, specialized software, language interpretation skills, etc.): _____

☐ Typing/Keyboarding _____ wpm

☐ Personal Computer

☐ Shorthand
EMPLOYMENT AND RELATED EXPERIENCE

This information will be used to evaluate your experience with the qualifications required for this position and should be complete and accurate. **DO NOT INDICATE "See Resume"**. Please note that resumes are not accepted as part of the application process but may be brought to the interview. **Applications or documentation cannot be returned once submitted. Copies of original documents may be taken to the interview.**

LIST PRESENT OR LAST EMPLOYER FIRST

Job Title	Employer Name and Address	Dates Employed From: _____ To: _____ Mo./Yr. Mo./Yr.
Supervisor/Title		Telephone Number
Salary Start _____ per _____ Finish _____ per _____	Job Status: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Military <input type="checkbox"/> Temporary <input type="checkbox"/> Voluntary Number of hours worked per week: _____	

Description of Duties: _____

Reason for Leaving: _____
 (If currently employed, indicate reason you desire to leave)

Employer can be contacted for reference: ☐ Yes ☐ No

READ CAREFULLY BEFORE SIGNING

Certification of Application Information

I certify that the information I have provided to the previous questions is true and correct, and that no attempt has been made to conceal pertinent information. I understand that if any information given by me in this application is found to be false or misleading, I will be subject to dismissal at any time, and I agree to hold Chesterfield County, its officials and employees harmless in that event.

Authorization to Obtain Background Check Information

I authorize Chesterfield County to conduct a background investigation in connection with my application for employment. This investigation may include information as to my criminal history, credit report, schools attended, Division of Motor Vehicles records, present/past employers, professional references, personal references, military records and other appropriate sources.

Criminal background checks will be conducted on all new full-time employees in addition to all new employees in part time Safety Sensitive, Financial & Security, and Juvenile Services positions. Applicants in these categories will be required to submit to fingerprinting which will be forwarded to the Federal Bureau of Investigations.

I authorize the release of any information that Chesterfield County may request from the above sources. All information received by the County will only be used by the County in accordance with applicable law.

I understand that should I be offered employment, it will be contingent upon a successful drug test and/or criminal background investigation.

Interviews

I understand that if I am selected to be interviewed, the interview will not be considered the most important part of the employment process. I understand that the County generally considers past performance and references to be the most important indicators of future performance.

Employment at Will

If employed by Chesterfield County I understand that my employment is for no definite period of time and may be terminated at any time. I further understand that my employment with Chesterfield County is not pursuant to any contract, either expressed or implied and that I have no contractual rights by virtue of my employment.

Drug Testing Information

Chesterfield County is a drug free workplace. In accordance with the Federal Drug Free Workplace Act, Chesterfield County will require all applicants selected for full-time positions, and all part-time applicants selected for Safety Sensitive, Financial & Security, and CDL positions to successfully complete a pre-employment drug test.

ADA Notification

Under the Americans with Disabilities Act (ADA), I understand that I have the right to ask for reasonable accommodations at any stage of the employment process. It is my responsibility to contact the Department of Human Resource Management if reasonable accommodations are needed.

Applicant's Signature

Date

EEO REPORTING INFORMATION

Position Applied For: _____ Requisition #: _____
Title: _____
Location: _____
(check one) ☐ Full-Time ☐ Part-Time ☐ Temporary

Name: _____ Social Security #: _____
Last First MI

Address: _____

City State Zip

Home Phone #: _____ Work Phone #: _____ Alternate #: _____

E-Mail Address _____

This information will be used to comply with the State and Federal Equal Employment Opportunity laws and related reporting requirements. This information will NOT be kept with your application for employment and will **NOT** be used for making employment decisions.

Date of Birth: _____

GENDER (Check one):

- ☐ Male
☐ Female

RACE (Check one):

- ☐ A – American Indian/Alaskan Native
☐ B – Black
☐ C – Caucasian
☐ R - Asian/Pacific Islander
☐ S – Hispanic
☐ O– Other

Definitions

American Indian (includes Alaskans)

Black (includes Jamaican, Bahamians and other Caribbeans of African but not Arabian or Hispanic decent)

Caucasian (includes Arabian)

Asian/Pacific Islander (includes Pakistanis and Indians)

Hispanic (includes persons of Mexican, Puerto Rican, Central or South American or other Spanish origin or culture)

VETERAN STATUS (Check one):

- ☐ Active Duty
☐ Active Reserve
☐ Disabled Veteran
☐ Inactive Reserve
☐ Retired Military
☐ Veteran (Other than Vietnam)
☐ Vietnam Veteran
☐ Not Applicable

CURRENT COUNTY EMPLOYEE: ☐ Yes ☐ No

Department : _____

DEFINITION OF DISABILITY: A person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

“Physical or mental impairment” means (1) any physiological disorder or condition, cosmetic disfigurement or anatomical losses affecting one or more of the body systems, or (2) any mental or psychological disorder.

Do you have a disability? ☐ Yes ☐ No

HOW DID YOU HEAR ABOUT THE JOB (Primary source only):

- ☐ Cable TV
☐ Career Fair (location) _____
☐ County Employee (list name) _____
☐ County Internet
☐ Employment Opportunity Listing
☐ Job Line

Internet (specify) _____

- ☐ Newspaper (specify) _____
☐ Personnel Agency
☐ Publication (specify) _____
☐ Radio (specify) _____
☐ Virginia Employment Commission

HUMAN RESOURCE MANAGEMENT USE ONLY:

☐ Walk-in

☐ Mailed

☐ Faxed

INTERVIEW/SELECTION FORM

TO: _____

FROM: Human Resource Management

Attached are those applicants who are eligible for consideration for the following vacancy:

CLASSIFICATION/JOB TITLE

POSITION NUMBER

REQUISITION NUMBER

Request to hire a candidate above the first quartile of the salary range requires written justification and Human Resource Management's approval.

Please check the appropriate information:

☐ This is a full-time position or a part-time Safety Sensitive or Financial & Security position for which the new employee will be required and scheduled for pre-employment drug testing. Drug testing must be completed a week prior to orientation.

☐ Our department has made the following verbal employment commitment for this position at minimum only.

☐ This is a full-time position or a part-time Safety Sensitive, Financial & Security or Juvenile Services position and the new employee was informed during the interview process that this offer is contingent upon passing a FBI criminal background check.

Please contact _____ at extension _____ if there are any questions regarding this selection.

APPLICANT SELECTED FOR POSITION:

*Please complete the following: (Complete * items only if reporting initially to department prior to orientation).*

Name: _____ Soc. Sec. #: _____ Report Date: _____

Classification: _____ Grade: _____ Salary: _____

*Report Person: _____ *Report Location: _____ *Report Time: _____

Special Condition: ☐ Above Minimum Hire ☐ Transfer/Promotion ☐ Trainee ☐ Other (Specify) _____

Check All That Apply: ☐ New FT ☐ New PT ☐ Eligible PT Benefits ☐ PT-FT ☐ FT-FT ☐ FT-PT

Authorized Signature

Date

Human Resource Management Approval

Date

To be completed by Departments for positions offered within the first quartile of the salary range.

Date Position Was Offered: _____ By: _____

Position Accepted: ☐ Yes ☐ No, Reason: _____

HUMAN RESOURCE MANAGEMENT USE ONLY:

Notified: _____ Letter Sent: _____ Personnel Action Form: _____

List applicants interviewed, including any applicants who cannot be contacted or declined an interview.

[illegible]

INTERVIEW EVALUATION

APPLICANT NAME: _____ REQ. NO. _____

INTERVIEW DATE: _____ TIME: _____

INTERVIEWER(S): _____

Please Print. Evaluate the candidate's qualifications and suitability for the position based on the advertised criteria and the department's staffing needs.

	Excellent	Above Average	Average	Below Average	Not Applicable
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EXPERIENCE:

Directly relates to position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Years of related work experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Supervisory/technical experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Section Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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EDUCATION:

Formal education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Specialized/On-the-job training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Section Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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SKILLS: List top skills necessary to perform position duties. (List must be consistent for all candidates of position, ie, PC, Communication, Supervisory, etc.)

_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Section Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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REFERENCE CHECKS:

_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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OVERALL EVALUATION:

_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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RECOMMENDATIONS:

☐ Job Offer ☐ Reject ☐ Further Consideration
_____Choice

COMMENTS: (Continue on back if necessary)

Interviewer's Signature

Date

PERSONNEL REQUISITION

I. HUMAN RESOURCE MANAGEMENT USE ONLY:

Requisition #	Date Received	Job Cat.	Advertised	Salary Range

II. POSITION HISTORY: (To be completed by department)

EMPLOYEE'S NAME VACATING POSITION 	REASON FOR LEAVING <input type="checkbox"/> Left County Employment <input type="checkbox"/> County Promotion/Transfer <input type="checkbox"/> Other _____	LAST DAY IN THIS POSITION
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III. ADVERTISEMENT INFORMATION:

CLASSIFICATION TITLE	CLASS CODE	GRADE	POSITION #	CHECK ONE ___ FT ___ PT* ___ TEMP (See below for PT Benefits)
POSITION TITLE TO BE ADVERTISED 	Please explain any discrepancy between official record and advertisement. ___ Working Title ___ Underfill ___ Other _____ Class Code _____ Grade _____			

PRE-EMPLOYMENT DRUG TEST Yes ___ No ___
 All full-time positions, part-time Safety Sensitive and Financial & Security positions must complete a drug test one week prior to orientation. (See back page for definitions.)

BACKGROUND CHECK Yes ___ No ___
 All new full-time employees in addition to all new employees in part-time Safety Sensitive, Financial & Security and Juvenile Services Positions must successfully complete a FBI criminal background check as a condition of hire.

DEPARTMENT & DIVISION Driving Required: ___ Yes ___ No Commercial Drivers License: ___ Yes ___ No CDL Within six (6) months ___ Yes ___ No	CHECK IF APPLICABLE New Position _____ Date Approved _____ Reclassified Since Last Recruitment Action Date Approved _____ PDQ Supplement Attached _____
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LOCATION CODE (9 digits) Safety Sensitive Position Yes ___ No ___ Safety Sensitive positions will be put in the random drug and alcohol pool.

CONTACT PERSON/PHONE NO. (HRM Liaison) **LABOR DISTRIBUTION/PAYROLL CODE** (% for more than one)

INTERVIEWER/PHONE NO.:	LEAVE ACCRUAL PLAN (Check One) ___ CO-County Employee ___ FF-Fire Department ___ HD-Holiday Work ___ PD-Police Department ___ CE-County Executive
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SPECIFY WORKING HOURS/SHIFTS - Check applicable: Monday thru Friday 8:30 a.m. - 5:00 p.m. Monday thru Friday (list hours) Evenings ___ Weekends ___ Holidays Other: Days _____ Hours _____	DURATION OF TEMPORARY EMPLOYMENT (fill in blank(s) and check appropriate one) Approximately _____ days ___ weeks ___ months PART-TIME/TEMPORARY EMPLOYMENT: *Eligible for part-time benefits ___ Yes ___ No Approximately _____ hours per week Approximately _____ days ___ weeks ___ months Work days _____ Hours _____
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Incomplete forms may be returned to the department. Human Resource Management must receive forms in accordance with the published deadline dates. (See HRM intranet site)

ADVERTISING INSTRUCTIONS (Check all that apply):**Publications:**

County Vacancy List: Start Date: _____

Number of issues _____

Newspapers:

Richmond Times Dispatch

Richmond Free Press

Employment Guide

_____ Date(s) to be advertised

Other: List Name/City and date(s) to be advertised

COST CENTER TO CHARGE FOR AD:

Note: All newspaper advertisements must be published two (2) weeks prior to closing date. Publications require additional advertising time. Advertisements will be placed in the Sunday issue of newspaper(s) unless otherwise required.

VACANCY LIST/DUTIES:**SUGGESTED AD COPY:***

- **Estimated average cost of ad is \$100 per line for Richmond Times Dispatch.**
-

PLEASE INDICATE HOW THE SALARY IS TO BE LISTED:___ **SALARY RANGE**
(Entire Range)___ **HIRING RANGE**
(First Quartile)___ **STARTING SALARY**
(Not Negotiable/Entry Level Only)

PROOF COPY:

YES. I would like to review the advertisement prior to publication.**

NO. I do not wish to review the advertisement. Please create advertisement using current classification specification on file with HRM.

**** Please note that while personnel requisition deadlines have not changed, please allow an additional workday if advertisement is being reviewed by your department.**

Authorized Signature/Title_____
Date

Safety Sensitive Positions Include:

- Sworn employees of the Police Department and Sheriff's Office
- Uniformed employees of Fire Department and Emergency Communication Center
- Employees of Juvenile Detention Home and Youth Group Home
- Non-uniformed/non-sworn employees of the above departments who have access to confidential law enforcement records or public safety information
- Department Directors, Deputy County Administrators and the County Administrator
- Employees who handle or dispense prescription medications or other controlled substances
- Employees who operate heavy equipment, machinery or vehicles, including employees whose positions are officially designated as requiring use of a County automobile on a regular basis in order to perform job duties
- Employees who regularly work with or test chemicals or other substances under circumstances that have a significant potential to cause harm to employees, the public, County property or private property

Financial & Security Positions Include:

- Employees that collect or are allowed routine access to public funds
- Employees whose job responsibilities require routine access to County facilities after regular business hours

READVERTISEMENT AND REPUBLICATION REQUISITION

Requisition #

Position #:

Position Title:

Department & Division

Contact Person

Phone #

ADVERTISING INSTRUCTIONS (Check all that apply):

Publications:

County Vacancy List: Start Date _____
Number of issues _____

Publications/Journals (list name and date to be advertised):

Newspapers:

Richmond Times Dispatch
_____ Date(s) to be advertised

Other: List name of newspaper/city and date(s) to be advertised

Note: All newspaper advertisements must be published two (2) weeks prior to closing date. Publications require additional advertising time.

MEDIA ADVERTISING BILLING: Please include your budget code(s) for payment of the advertisement. Refer to Administrative Procedures 200-7 for billing agreement.

DUTIES AND/OR SUGGESTED AD COPY (if different from original advertisement):

Authorized Signature/Title

Date

CONFIDENTIAL

REFERENCE CHECK FORM

Applicant's Name: _____

Requisition #: _____ Position Title: _____

Name/Title of Contact Individual: _____

Relationship to applicant: ☐ Supervisor ☐ Coworker ☐ Friend ☐ Other (specify) _____

Employment dates: Starting _____ Ending _____

Reason for leaving: _____

Salary: _____ Position Title: _____

Duties: _____

	Excellent	Above Average	Average	Below Average
Work Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relating to Others/Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting Deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory Skills (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Would you rehire? ☐ Yes ☐ No If no, reason: _____

Other Comments: _____

Reference Made by: _____ Date: _____

TRACKING FORM

Requisition Number: _____

Position Number: _____

Position Title: _____

Department: _____

Number of Applications Forwarded to Department: _____

Liaison: _____

Extension: _____

Date Department Contacted: _____

Time: _____

Department Representative Signature

Date

Human Resource Representative Signature

Date/Time